

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date <p style="text-align: center;">8/20/82</p> Application Number <p style="text-align: center;">82-40</p>	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Public Health Vital Records Section Room 217-H 47 Trinity Ave. S.W. Atlanta, Ga. 30334	ARCHIVES AND HISTORY Application Number <p style="text-align: center;">74-409-A</p> <div style="display: flex; justify-content: space-between;"> <div>Date Received AUG 25 1982</div> <div>Date Completed OCT 29 1982</div> </div> <div style="display: flex; justify-content: space-between;"> <div>OCT 7 1982</div> <div>Telephone Number 656-4750</div> </div>
2. Person to Contact <div style="display: flex; justify-content: space-between;"> <div>Mike Lavoie</div> <div>Director</div> <div></div> </div>		
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-409 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
4. Dates of Series <div style="display: flex; justify-content: space-between;"> <div>Earliest 1919</div> <div>Latest continuing</div> </div>	5. Records Series Title (followed by title used in office, if different) <p style="text-align: center;">Delayed Birth Certificate Files</p>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the public health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the monitoring of supplies of drinking water; and the daily State-wide program of registration, statistical coding, certification, preservation of certificates for births, marriages, divorces, annulments of marriages, and deaths that occur each year in the State.</p> <p>The Vital Records Section has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, and legitimation of births which occur each year within the State.</p>		
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: births in Georgia prior to 1919 and of unregistered individuals. Included are: Form 3908 (Instructions for Filing Delayed Birth Certificate) which gives full name at time of birth, Social Security Number, race, sex, date of birth, place of birth, place of birth, present address, father's full name, birthplace of father and mother, state and county in which registrant signs affidavit, abstract of supporting evidence, information concerning registrant as stated in documents listed above, and statement of reviewing official; new certificates after adoption, legitimation, deligitimation, and maternity deligitimation, and maternity determination.		
The file is arranged : numerically and index by name of the father. Each year an alphabetical index is output on microfiche.		
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?		
9. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____		

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Annotated, Part 2, Section 2, Title 31, Chapter 10, #31-10-25
X	c. Is this a vital record? Ga. Code Ann., Part 2, Section 2, Title 31, Chapter 10, #31-10-1 (17)
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copies sent to Local Custodians of Vital Records in each county
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

Ga. Code Ann., Title 31, Chapter 10- #31-10-25

- | | | | |
|--------------------------|-------------------------|-----------------------------------|--------------|
| a. State Law | Permanent years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,**(Certificate File)** - Cut off file as accumulation warrants, approximately quarterly; microfilm; hold in current files area 100 years; then transfer to State Archives for permanent retention.**Maintenance instructions**- Microfilm certificate file in duplicate, producing two original rolls and one duplicate roll.**(Microfilm File)**-

- 1) Transfer one original roll to State Archives for permanent retention.
- 2) Maintain one original roll in Vital Records Office (Security Copy)
- 3) Maintain one duplicate roll in Vital Records Office (Reference Copy)
until obsolete, changed, or no longer needed for reference, then destroy.

Agency Head/Designee (Signature)

Date

Records Management Officer (Signature)

Date

Michael R. Lawrence**8-20-82****Paul V. Murphy****8/20/82**

State Records Committee (Signature)

Date

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

Wm. H. Smith**Edward M. Meldon****Shirley****10-26-82****10/14/82****10-26-82**

or authorized reproductions shall be surrendered to the department when so ordered.

31-10-25. (a) To protect the integrity of vital records, to ensure their proper use, and to ensure the efficient and proper administration of the system of vital records, it shall be unlawful for any person to permit inspection of, or to disclose information contained in vital records or to copy or issue a copy of all or part of any such record except as authorized by this chapter and by regulation or by order of a court of competent jurisdiction. Regulations adopted under this Code section shall provide for adequate standards of security and confidentiality of vital records. The provisions of this subsection shall not apply to court records or indexes of marriage licenses, divorces, and annulments of marriages filed as provided by law.

(b) The department shall authorize by regulation the disclosure of information contained in vital records for research purposes.

(c) Appeals from decisions of custodians of vital records, as designated under authority of Code Section 31-10-6, who refuse to disclose information or to permit inspection or copying of records as prescribed by this Code section and regulations issued under this Code section shall be made to the state registrar whose decisions shall be binding upon such custodians.

(d) Information in vital records indicating that a birth occurred out of wedlock shall not be disclosed except as provided by regulation or upon the order of a court of competent jurisdiction.

(e) When 100 years have elapsed after the date of birth or 75 years have elapsed after the date of death or application for marriage, or divorce, dissolution of marriage, or annulment, the records of these events in the custody of the state registrar shall be transferred to the State Archives and such information shall be made available in accordance with regulations which shall provide for the continued safekeeping of the records.

(f) Official copies of records of deaths, applications for marriages and marriage certificates, divorces, dissolutions of marriages, and annulments located in the counties shall remain accessible to the public.

31-10-26. (a) In accordance with Code Section 31-10-25 of this chapter and the regulations adopted pursuant thereto:

(1) The state registrar or local custodian of vital records appointed by the state registrar to issue certified copies upon receipt of a written application shall issue a certified copy of a vital record in that registrar's or custodian's custody or abstract thereof to any applicant having a direct and tangible interest in

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Department of Physical Health
Vital Records Unit

Appl.
No.

Description

Disposition

74-409

DELAYED BIRTH CERTIFICATE FILE
Documents relating to births in Georgia prior to 1919 and of unregistered individuals. Included is form OAS (5)-8 (Delayed Certificate of Birth), which gives full name at time of birth, social security number, race, sex, date of birth, place of birth, present address, father's full name, mother's maiden name, birthplace of father and mother, state and county in which the registrant signs the affidavit, abstract of supporting evidence, information concerning registrant as stated in documents above listed, and statement of reviewing official; new certificates after adoption, legitimation, delegitimation and paternity determination. The file is arranged numerically and indexed by name of the father. Each year an alphabetical index is printed by the computer.

Certificate file - cut off as accumulation warrants; then microfilm; hold in current files area for 70 years; then retire to State Archives for permanent retention.
Microfilm - (1) retire one copy to State Archives for permanent retention.
(2) keep one copy in Vital Records Office; destroy when obsolete, superseded, or no longer needed for reference.
Index - destroy monthly printout when updated copy received; retain annual index for permanent use.